



JOB OPPORTUNITY

OFFICE OF THE STATE PUBLIC DEFENDER

Classification: Legal Analyst \$4015- 5028

The salaries used in this vacancy are the latest available from the State Controller's Office, but may not reflect the most recent salary adjustment

Tenure: Full-Time

Location: Sacramento CA

DUTIES AND RESPONSIBILITIES:

Under general supervision, the Legal Analyst will perform a variety of journey level analytical paralegal tasks related to the death penalty mission of this office. Duties include assisting attorneys with locating and collecting case related information; analyzing and summarizing documents; reviewing for completeness and accuracy appellant's record on appeal (including transcripts, exhibits and other trial records); compiling, organizing, filing and serving pleadings in state and federal court as directed by the attorneys; tracking and calendaring hearing and filing dates; assisting attorneys with the preparation for evidentiary hearings or oral arguments; maintaining case records database; locating and interviewing potential witnesses; and drafting declarations. Travel may be required.

DESIRABLE QUALIFICATIONS:

General knowledge of legal concepts, principles and procedures; use of legal reference materials; ability to write effectively, ability to read and understand statutes, court decisions, legal documents and similar materials; ability to work cooperatively with attorneys, staff, court personnel, and the general public; ability to work independently and with team members; strong organizational skills and ability to manage multiple tasks; good attendance record; familiarity with word processing and/or personal computer equipment.

WHO SHOULD APPLY:

Current State employees in the above classification(s), or who are within transfer range, or have list eligibility. Training and Development Assignments may be considered for recruitment purposes. Applicants on SROA lists or employed by a surplus department are encouraged to apply. (Please indicate on your application if you are SROA/Surplus)

Send an Application To:

Monica Ohta
Office of the State Public Defender
770 L Street, Suite 1000
Sacramento, CA 95814 (916)322-7043

FINAL FILING DATE:

Until Filled

Applications will be screened and only the most qualified applicants will be interviewed.

The OSPD is an equal opportunity employer offering equal opportunity to all regardless of race, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation. It is an objective of the State of California to achieve a drug free state work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the Law of the State, the Rules governing Civil Service, and the special trust placed in public servants. Released 07/20/15